

DANIEL MULLANE

OBJECTIVE: Seeking a career in the office administrative field, in which I can utilize my skills and education to complete diverse office tasks and provide excellent customer service.

EDUCATION

Bachelors of Science in Secondary Mathematics Education

University of Maine at Farmington

Certifications: Augusta, Me Adult Education

Bookkeeping

Clerical Certification

Office Assistant

Medical Secretary

PROFESSIONAL EXPERIENCE

LEGAL ASSISTANT | NALE & NALE LAW OFFICES | 08/2016-10/2016

- Worked as a legal assistant in a busy, fast-paced law office
- Drafted and prepared legal documents at attorney's request
- Screened phone calls and scheduled appointments
- Received and processed client payments
- Performed routine office tasks such as copying, faxing, filing, and printing

OFFICE ASSISTANT | SPRINGBORN STAFFING | 02/2015-01/2016

- Provided long and short-term office support
- Performed routine office tasks such as data entry, filing, and photocopying
- Created excel spreadsheets for data

ADMINISTRATIVE ASSISTANT | TRI-STATE STAFFING | 08/2010-04/2013

- Screened calls, visitors and mail; responded to client inquiries
- Operated office equipment as necessary
- Utilized Microsoft Office Suite to create and manage forms

FILE CLERK | KENNEBEC COUNTY REGISTRY OF DEEDS | 08/2005-11/2009

- Accurately transferred data from record books to an online registry index
- Cross-referenced and categorized book and page numbers of related documents
- Responsible for the proper identification of all recorded documents

SALES ASSOCIATE/DEPARTMENT MANAGER | BARNES AND NOBLE | 11/1997- 08/2004

- Worked in a fast-paced, customer-centered retail environment
- Provided all point of sales transactions
- Supervised department employees